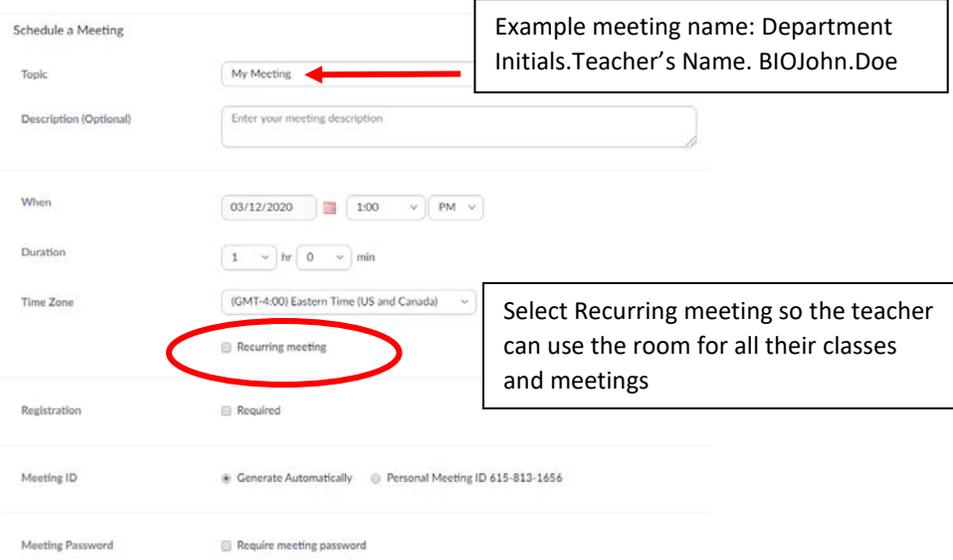
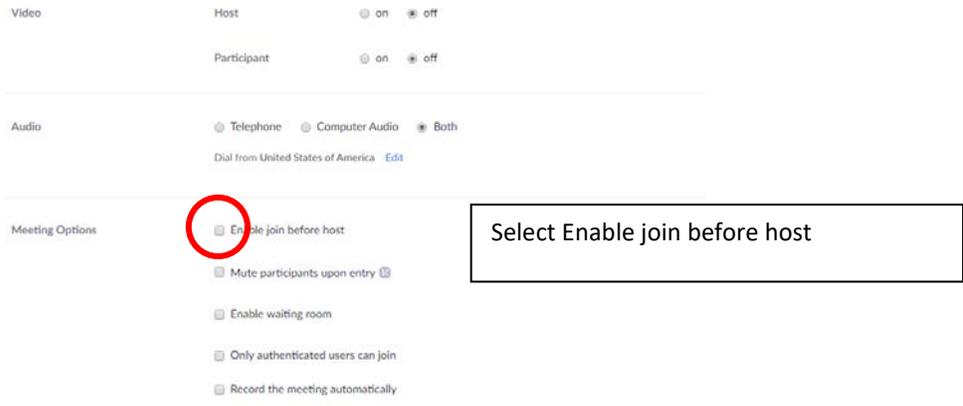


Learning Hub Quick Reference Guide: shared zoom



<p>□ What does it mean by Shared Zoom</p>	<p>Information:</p> <ul style="list-style-type: none"> Shared Zoom is referring to the fact that a department has paid for a pro-account that is being shared by more than one person in the department
<p>□ How do we/I get these meeting spaces set up</p>	<p>How to:</p> <ul style="list-style-type: none"> Have one person in the department responsible for the account. This person should also be the one to set up the meeting rooms for each person. The There are two options: <ol style="list-style-type: none"> If no one logs in and hosts the meeting; and everyone is in with the same power to control their own audio/video, and to share screens, you can have meetings occur at the same time. However, with this option you cannot use the recording and teaching functions. If everyone needs to login to be the meeting host and use all the functions, then you need to coordinate as you cannot use the same account to host multiple meetings at the same time.
<p>□ How do I set up the meetings spaces</p>	<p>Information:</p> <ol style="list-style-type: none"> Once Zoom is activated (if this still needs to be done, refer to the Quick Reference Guide: Zoom; then come back to these instructions) Go to zoom.us Sign in with the department credentials  Click Sign In On the left under Personal, make sure that Meeting are highlight in blue  Click on schedule a new meeting  Fill out the form 

	<p>Other settings to adjust:</p>  <p>8. Click Save when done – the meeting is now set up 9. When the page refreshes, it will have all the meeting details. 10. Copy the Join URL</p> <p>Invite Attendees Join URL: https://andrews.zoom.us/j/802342904 Copy the invitation</p>
<p>□ How do I get the meeting information to the teacher.</p>	<p>Two methods to share the information:</p> <ul style="list-style-type: none"> • Email the teacher the link to their meeting room • Add the link to their LearningHub course spaces • If the teacher is going to be hosting; it would be helpful also to help them download the client on their computer and give them the shared login credentials.
<p>□ Are there any limitations that we need to be aware of?</p>	<p>Information:</p> <ul style="list-style-type: none"> • There can only be one meeting going at one time with someone logged in as the host. If another teacher starts hosting a meeting, the meeting currently going will be disconnected. • If you want to buy more accounts so each teacher can control their own, email dlit@andrews.edu. Include the IDC number for billing. • Meetings can be recorded if you are logged in as host. The recording will save to the recording computer. To share that with the students, the video can be uploaded into Panopto and shared in LearningHub (preferred method for video storage cost effectiveness). See the DLIT quickguides at www.andrews.edu/dlit for more details.